STUDENT ACCOUNTING FORM INSTRUCTIONS ON REVERSE

Forms must be postmarked to CG-1323 within 2 days of registration. Late fees incurred due to late submittal will be the responsibility of student. Also acceptable to Fax: (202) 267-4493, Attn: SK1 Zagaruyka, or send by E-mail to advancededucation@comdt.uscg.mil.

| Program (Example: ACET/Info Tech/Aero Eng) Graduate or Undergraduate TUITION DUE DATE: *For tuition breakdown use worksheet at the bottom of page 2 **An itemized breakdown from the University is required prior to TQC authorizing reimbursement for any fees associated with attainment of your degree. **Plus Mandatory Fees: (attach itemized list!) ***Less prepayments/cost share: ***Less prepayments/cost share | Name (Last, First, MI) | Rank/Rate | Social Security No. | Employee No. |
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| Phone: | Billing Address of University: | | | |
| Student Home Address: E-Mail: | | | Name: | |
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| Home Phone: Alternate Phone: Convening/Ending Braduation Date Braduation Dat | wiii your school accept Government visa? | Circle: 1es or No | FAX: | |
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(REVERSE OF STUDENT ACCOUNTING FORM)

G-WTT policy on Advanced Education reimbursement:

- All members attending Advanced Education will submit Student Accounting Forms to CG-1323 for payment to the
 university. A cost breakdown from the university must be attached showing tuition costs and listing only required
 or mandatory fees. For direct reimbursement to the student, submit an SF1164 with attached receipt(s) to SK1
 Zagaruyka, COMDT (CG-1323). Faxed copies of all forms are acceptable providing they are legible. Student
 Accounting Forms with supporting documentation may also be E-mailed to advancededucation@comdt.uscg.mil.
- 2. <u>Late Fees</u>: In all cases, the student will be responsible for any late fees accrued due to the student's failure to submit the Student Accounting Form within two days of registration.
- 3. USCG Headquarters Mailing Address:

COMDT (CG-1323) US Coast Guard Headquarters 2100 Second Street, S.W. (Rm 5110) Washington, DC 20593-0001

4. Point of contact for billing questions:

SK1 Paul Zagaruyka, USCG Phone: (800) 842-8740 x72454 Fax: (202) 267-4493

E-mail: advancededucation@comdt.uscg.mil

| 5. | Tuition breakdown formula: (complete one line for each separate degree) |
|----|---|
| | 1 ST Degree: Cost per Credit Hour: \$ X Number of Credit Hours This Term: = Tuition: \$ |
| | 2 ND Degree: Cost per Credit Hour: \$ X Number of Credit Hours This Term: = Tuition: \$ |
| | TOTAL: \$ |
| | EXAMPLES: |
| | For a single Bachelors or Masters degree: |
| | Cost per Credit Hour: \$_400_ X Number of Credit Hours This Term:9 = Tuition: \$_3,600 |
| | For a combined Bachelors and Masters degree: |
| | Cost per Credit Hour: \$\(\frac{400}{}\) X Number of Credit Hours This Term: \(\frac{9}{}\) = Tuition: \$\(\frac{3,600}{}\) |
| | Cost per Credit Hour: \$_300 X Number of Credit Hours This Term:6 = Tuition: \$_1,800 |
| | |
| | Total: \$ <u>5,400</u> |

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